

ROUTING AND TRANSMITTAL SLIP

Date

25 Feb 88

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

- | | | | |
|----|--|-----|--------|
| 1. | Alice - FYI - Notes
memo on our Policy Group
meeting on Tuesday | ADM | 25 Feb |
| 2. | | | |
| 3. | Body - please file in | | |
| 4. | Retirement Policy Group | | |
| 5. | folder - NAME | | |

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

☆ U.S. GPO: 1986-491-247/40012

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
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25 February 88

MEMORANDUM FOR THE RECORD

SUBJECT: Retirement Policy Group Meeting on 23 February 1988

Attendees

[Redacted box for Attendees]

1. FERS TRANSFERS - I provided a brief update on the results of the FERS transfer period. I reported that about 900 employees [redacted] of the eligible population) had made the switch, 2/3's of which made their decision in the last two weeks of the transfer period. The FERS Transfer Center counseled some 500 employees in the final two weeks; this was in addition to the 1000 employees that were assisted in the library counseling facility. I indicated that there apparently was no sentiment on Capitol Hill to have a new open season. [redacted] reported that OPM was also opposed to an extension, but was allowing transfers to occur up to 30 June based on administrative error.

2. MOU STATUS - I indicated that the umbrella memorandum with OPM had been signed by the Agency and by Constance Horner. We would now follow-up with supplemental agreements to cover specific areas of concern. Those follow-up MOU's would cover financial transactions, audit procedures, and processing of retirements cases. The next MOU to be completed would cover finance issues and was well along in preparation. I reported that the Thrift Board had approved our draft MOU dealing with the administration of SCS Thrift accounts. It now remained only for us to transmit the MOU formally to the Thrift Retirement Investment Board for signature.

3. THRIFT AUTOMATION - [redacted] reported the effort to modify ERISCO's software to handle our Thrift Savings Plan operations was nearing completion. He indicated that he hoped to have the system operational within two weeks. Some modifications done by ERISCO (adjustments to pay) had encountered some problems, but once these were successfully tested we would be able to finish our testing of the system. [redacted] also said that he wanted to test the system with all of the participants accounts included rather than just the 400 names in the test package. He reported that ERISCO has reviewed the loan specifications provided by the Thrift Board. It would report back to the Agency soon on what changes would cost and how long it would take to make them. [redacted] said that if the Thrift Board would approve an alternative way to do some calculations for modifications to ERISCO's loan package would be necessary.

4. PAPER ON PERSONNEL SECURITY PRACTICES - [redacted] reported that he had a draft of the paper prepared by [redacted] on the

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Agency's personnel security practices. He indicated that the bottom line was that there were lots of things currently being done that tended to compromise Agency employees and that any system that we adopted for Retirement Administration would not be perfect. He said that the bottom line was that we had to start somewhere to improve the situation and that retirement administration was a good place. [] further indicated that because there were many things that tended to compromise the employment status of overt employees, we should not go to extraordinary efforts to conceal their Agency affiliation at retirement.

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5. THRIFT POLICY ISSUES - Gene Dammann reviewed four policy issues affecting Thrift Savings Plan administration. His comments generally embraced the discussion contained in the attachment. The following actions were taken:

a. Transfer of Accounts of Employees Leaving the Agency to the NFC.

It was agreed that records of employees leaving the Agency in an overt status would be transferred directly to the NFC. We would continue to maintain these records of those few sensitive cases which warranted protection because of their assignments. [] suggested that the writeup reflect the fact that the number of accounts of employees leaving the Agency that would be maintained here would be very small.

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b. Correspondence with Separated Employees - The group approved the recommendation that correspondence with separated employees be handled through a Post Office Box and 800 line number for the Retirement Investments Branch. []

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c. Verification of TSP Accounts for Mortgages, etc. - It was agreed that verifications of overt employees be handled through the Retirement Investment Branch. All requests would have to be in writing. []

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[] Some concern was expressed about inquiries concerning our employees accounts that inadvertently ended up at the National Finance Center. Mr. [] suggested that an NFC officer be cleared and assigned to the Agency to check out any inquiries received by the NFC for which no record could be found. [] was asked to look into the volume of inquiries that NFC got, the manner that NFC would respond to these inquiries, and the feasibility of having someone review all negative record checks turned up by the NFC.

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d. Transfer of Accounts from the NFC to the Agency - Considerable discussion took place on this issue with no resolution. []

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The discussion included how we were handling the records of transferees at OPM and the problems of handling account transferred

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from the NFC.

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[redacted]
[redacted] was asked to look at how long records
of individual accounts would be kept on-line, ^{at the NFC} once they were
transferred to the Agency. If the time was short, it was
suggested maybe the risk of compromise was acceptable. Mr.
[redacted] was also asked to talk again with the NFC about other,
less painful ways to handle these account transfers. The meeting
adjourned with the understanding that [redacted]

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[redacted] we would reconvene to
discuss ways of processing the transfer of the accounts [redacted]

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